



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

SR. CONTRACT ADMINISTRATOR

Posting Number

PN# 102841

Department

Health & Human Services Department

Division

Administrative Services

Section

Contracts/Grants/Legal & Purchasing

Reporting Location

8000 North Stadium Drive

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES

Performs administrative duties in reviewing and investigating compliance with specific sections of contractual agreements according to regulations established by Municipal, State and Federal codes.

CORE FUNCTIONS

- Recommends budget allocations for proposed contract agreements and arrangements.
- Examines estimates of materials, equipment and production cost performance requirements.
- Works with Assistant City Attorney and Controller's Office to facilitate and to coordinate contracts/amendments, grants and legal opinion.
- Prepares, tracks, and updates Request for Council Action.
- Interprets documents and advises other personnel regarding compliance issues.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Public Administration, Business Administration, Liberal Arts or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Four years of contract compliance experience are required.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

- Contract experience.
- Analytic ability is needed to gather and interpret data.
- Three years of supervisory experience.
- Desk Top, Office 2000, MS Project, Word Perfect.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☐ Yes ☒ No

This position is not subject to random drug testing however, if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GENERAL FUNDED POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 27

\$1,678 - \$ 2,337 Biweekly \$43,628 - \$60,762 Annually

OPENING DATE

February 9, 2005

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD phone Number (713) 837-9496.

An equal opportunity employer